

Welcome to WebTA

Supervisor Guide

(Draft)

**An Introductory Manual Written and Presented by
the NOAA Time & Attendance Services Office**

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INTRODUCTION

One of the catalysts behind the upgrade to a web-based time and attendance system was the need to use a system that supported the roles and responsibilities of the main parties involved in timekeeping: the Employee, Timekeeper and Supervisor. Their respective *primary* responsibilities include:

Employee

- Provide a written or electronic accounting of hours worked and leave taken by the established deadline each pay period.
- Provide supporting documentation for leave usage (leave slips, court documents, military orders, etc.) as required.
- Verify/validate timekeeping data submitted.
- Notify Timekeeper and Supervisor in a timely manner of any corrections needed to previous pay periods.
- Compare leave balances maintained in the timekeeping system (WebTA) with those maintained by the payroll system (NFC); notify Timekeeper and Supervisor of any discrepancies.
- Advise Timekeepers of approved changes to basic employee information (duty hours, tour of duty, alternative work schedules, etc.)
- Must agree to the terms and sign the Rules of Behavior for WebTA.

Timekeeper

- Receive a written or electronic account of work and leave hours for all employees.
- Obtain supporting documents for leave usage.
- Ensure T&A records are submitted on every employee within processing deadlines.
- Maintain valid accounting tables within WebTA.
- Assist Time & Attendance Liaisons with corrective actions on rejected timesheets.
- Obtain effective dates from HRO or Supervisors of personnel actions affecting employees.
- Adjust employee leave balances and SCD dates as instructed by Leave Share Coordinator, HR personnel or Time & Attendance Liaisons.
- Prepare and submit corrected timesheets, as necessary.
- Resolve leave errors in a timely manner (5 pay periods).
- Discuss timekeeping questions and leave errors with Supervisors and Time & Attendance Contact Points and Liaisons.
- Add new users (not roles) within work unit to WebTA.

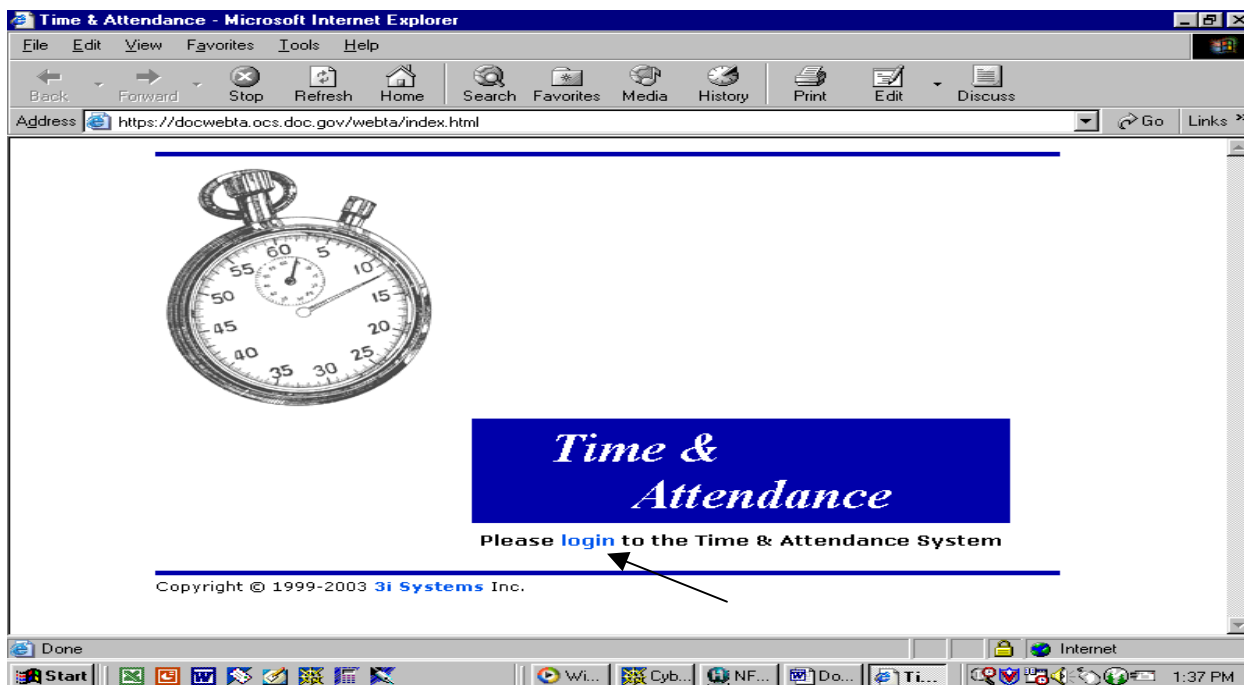
Supervisor

- Establish Work Unit policies to manage timekeeping functions.
- Ensure accurate and complete T&A reports are submitted for each employee prior to the established deadline. Failure to complete this may result in non-payment of payroll to the affected employee(s).
- Approve (certify) the accuracy of hours worked and leave taken for all employees supervised prior to the established deadline each pay period.
- Sign the certified T&A report for all employees supervised each pay period and forward them to the Timekeeper for filing.
- Ensure certified T&A reports and supporting documentation are retained for 6 years.
- Provide Employees and Timekeepers time to carry out their timekeeping responsibilities.
- Ensure compliance with all pay, leave and timekeeping regulations and policies.

This WebTA Supervisor Guide is designed to build on the material outlined in the WebTA Employee Guide. A few sections have been duplicated for the convenience of the reader.

ACCESSING WebTA

Launch WebTA using **Internet Explorer 5.5** or higher (best choice) or Netscape 7.1 or higher by typing the URL address “<https://docwebta.ocs.doc.gov/webTA/>” in the address box, and **depressing Enter**, or double clicking on the WebTA icon on your desktop. **Click Continue** at the **Certificate Name Check** screen. The following screen appears:



Click on **login**. The WebTA Login screen appears.

A screenshot of the webTA Login screen. At the top, a message reads: "ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. WELCOME ABOARD ITA!". Below this is the heading "webTA Login" in large blue font. A large, faint stopwatch icon is in the background. The text "This Government system, run by the Department of Commerce (DoC), is for the purpose of conducting official Government business, within the scope of DoC policy. All data in this system is the property of the Government & may be monitored, intercepted, read, recorded, copied, or captured in any manner & disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. webTA uses a single session cookie." is displayed. Below this, a prompt says: "Please enter your User ID and Password for the Time & Attendance system:". There are two input fields: "User ID" and "Password", both with blue labels and white text boxes. Below the "Password" field, a note in parentheses states: "(password is case-sensitive)". At the bottom center is a "Log In" button.

Click in the **User ID** box. Type your **User ID** with no spaces. Generally, the **User ID** is your last name followed by your first initial. If you share the same name with someone else in your agency, your **User ID** may be slightly different, such as your last name followed by your first and middle initials. Prior to conversion to WebTA, you will be notified of your exact **User ID** and initial **Password**.

Click in the **Password** box or **Depress** the **Tab Key** to move to the **Password** box. Enter your password, keeping in mind that the **password field is case-sensitive** (see section on **Security** for other requirements regarding passwords).

Your screen should look similar to the one below:

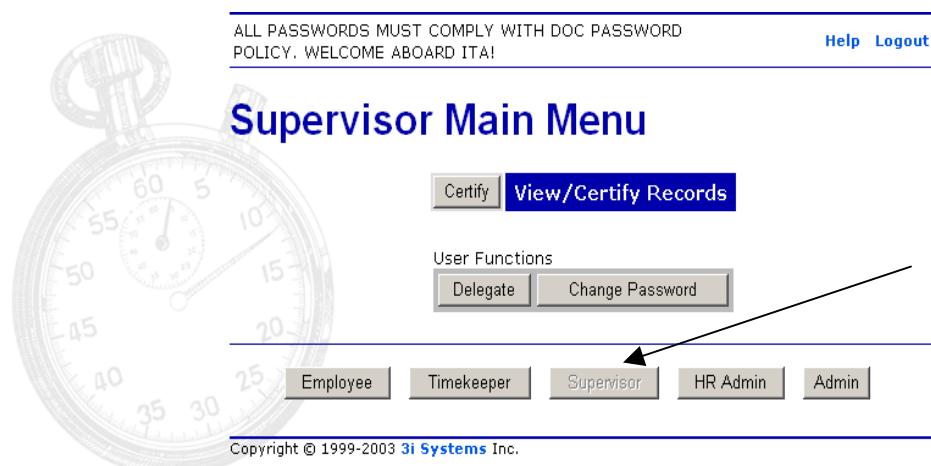
Click the **Log In** button or **Depress** the **Tab key** and **Depress Enter**.

There are **five levels of access** within **WebTA**: **Employee**, **Timekeeper**, **Supervisor**, **HR Administrator** and **Administrator**. At login, WebTA brings you into the system at your highest level of access.

This manual addresses the features of the Supervisor role.

WebTA Supervisor Main Menu

As a Supervisor, you will have at least two roles within WebTA: that of Employee and Supervisor. To access the **Supervisor Main Menu**, click your **Supervisor** access button.

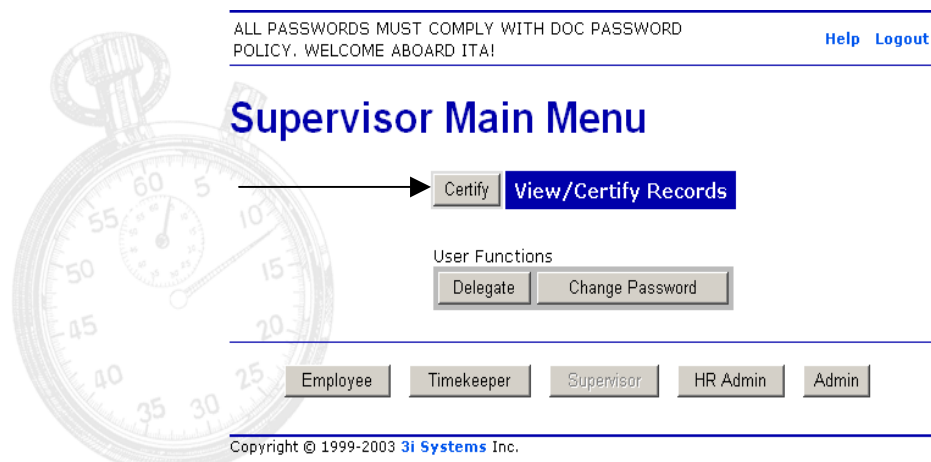


While there are very few functions for the Supervisor to perform within WebTA, they are critical to the payroll process. **The Supervisor, or his/her delegate, must certify all employee records no later than 4pm Central Time the first Tuesday of each bi-weekly pay period.** If the employee records are not certified, the affected employees will not be paid through the normal payroll process and payment may be partial and/or delayed if the employee must be paid offline. Additionally, if the employee is paid outside of the normal payroll process, a leave error is automatically generated.

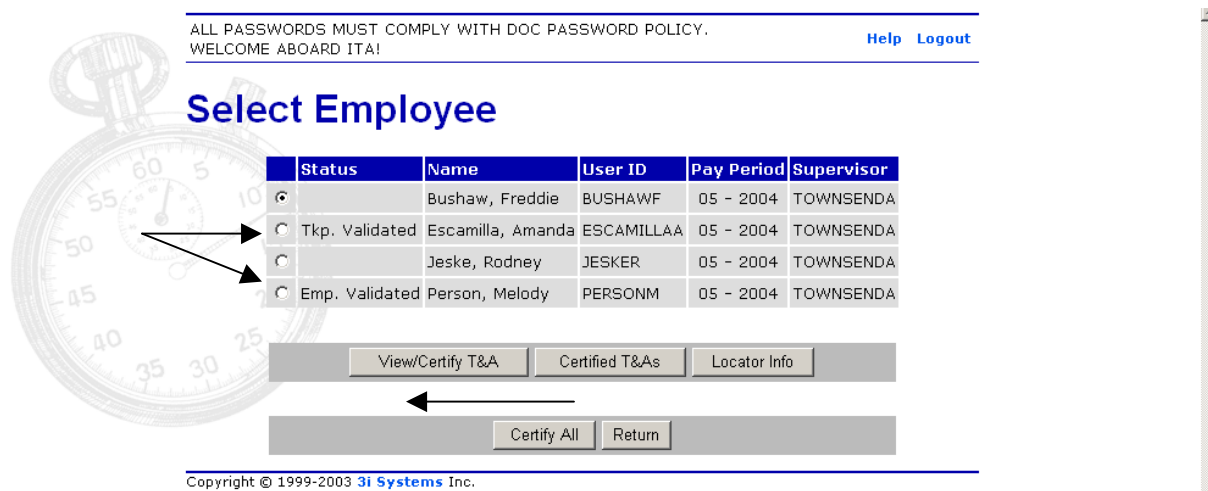
As previously discussed in the Employee Manual, the data entry for hours worked and leave taken each pay period can be entered either by the Employee or the Timekeeper. Regardless of who performs that duty, the Employee retains the ultimate responsibility for verifying the information submitted. Once the T&A record is validated, the record is available for your certification.

CERTIFYING RECORDS

To review and certify records, **click on the Certify button in the Supervisor Main Menu.**



The **Select Employee** screen appears. This screen provides you a listing of all the employees you supervise. Notice on the left there is a Status column to show you whether the Employee or Timekeeper validated the record.



ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. [Help](#) [Logout](#)
WELCOME ABOARD ITA!

Select Employee

Status	Name	User ID	Pay Period	Supervisor
<input checked="" type="radio"/>	Bushaw, Freddie	BUSHAWF	05 - 2004	TOWNSENDA
<input type="radio"/> Tkp. Validated	Escamilla, Amanda	ESCAMILLAA	05 - 2004	TOWNSENDA
<input type="radio"/>	Jeske, Rodney	JESKER	05 - 2004	TOWNSENDA
<input type="radio"/> Emp. Validated	Person, Melody	PERSONM	05 - 2004	TOWNSENDA

View/Certify T&A Certified T&As Locator Info

←

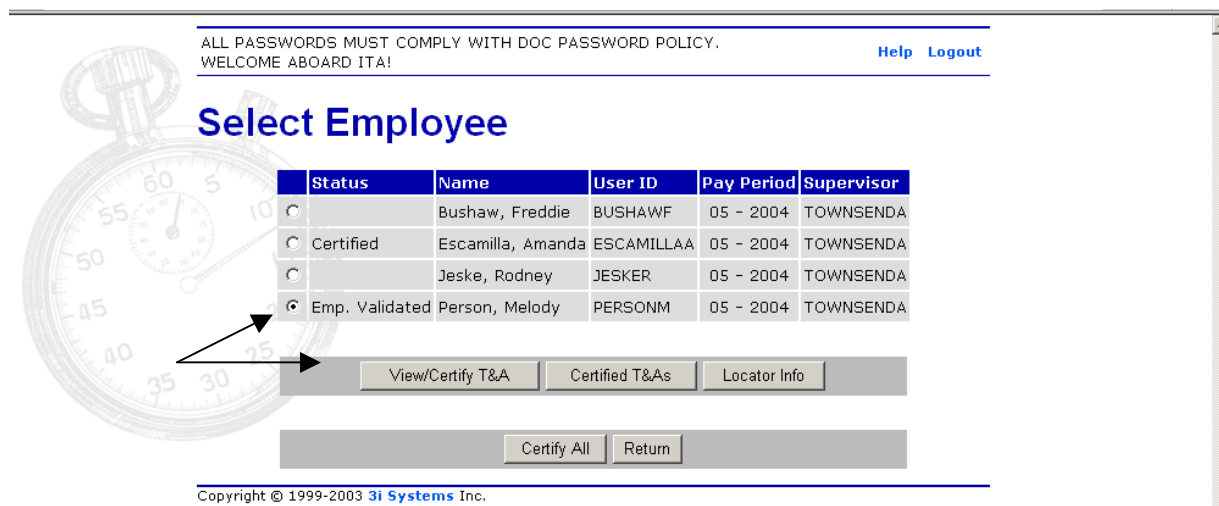
Certify All Return

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Either method of validation is acceptable but if the Timekeeper validated the record on behalf of the Employee, the Employee is required to sign the hard copy of the certified record. Conversely, if the Employee validates his/her own record, no Employee signature on the hard copy is required. Until the electronic signature module is available and deemed acceptable by the Office of the General Counsel, Supervisors will continue to have to sign a hard copy of the certified T&A record.

It is not possible to certify records that have not yet been validated by either the Employee or the Timekeeper. Once the record is certified, neither the Employee nor the Timekeeper can make changes to the record. If changes to the current pay period are required and the record is still available for modification (i.e., it has not yet been built and sent to NFC), you will have to decertify the record before any adjustments can be made.

To view or certify a T&A Record, **click** on the **Radio Button** to the left of the Employee Name, and then **click** on the **View/Certify T&A** button.



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WELCOME ABOARD ITA!

Select Employee

Status	Name	User ID	Pay Period	Supervisor
<input type="radio"/>	Bushaw, Freddie	BUSHAWF	05 - 2004	TOWNSENDA
<input type="radio"/> Certified	Escamilla, Amanda	ESCAMILLAA	05 - 2004	TOWNSENDA
<input type="radio"/>	Jeske, Rodney	JESKER	05 - 2004	TOWNSENDA
<input checked="" type="radio"/> Emp. Validated	Person, Melody	PERSONM	05 - 2004	TOWNSENDA

View/Certify T&A Certified T&As Locator Info

Certify All Return

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The Employee's validated T&A record appears and it reflects everything you need to determine if it is an accurate accounting of the pay period. In addition to the accounting of all hours worked, leave taken, and accounting codes charged, it also shows the leave balances, accruals and usage. Be sure to compare this leave usage against your records of leave approved for the employee for the pay period. Also, be sure to verify that employees have charged their time to the appropriate pay types and accounting codes.

Additionally, this summary shows you the **T&A Profile** for the employee. This is crucial in determining certain pay entitlements. For example, only employees on certain flexible schedules are eligible to earn and use credit hours, as there is no provision under the law for those on regular fixed or compressed schedules to earn or use credit hours. It is *imperative* that you understand the requirements of each type of work schedule. For review, you can easily access the Handbook on Alternative Work Schedules (<http://www.opm.gov/oca/aws/index.htm>).

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Name: **Melody Person** Pay Period: **05 : Mar 7 to Mar 20**
 Report Type: **Regular** Leave Year: **2004**
 Status: **Validated**

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **10**

Transaction	Pfx	Sfx	Account Description	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Wk2
				S	M	T	W	T	F	S	S	M	T	W	T	F	S	
Regular Base Pay			401622WM24P00 Coordinate time and attenda...	6:45	8	7:30	7:30	6		35:45	7	7:30	7:45	7	6		35:15	
Regular Base Pay			401622WM30P00 Administer pay and leave	0:45				0:15	1		2	1	0:30	0:15	0:30	1		3:15
Regular Base Pay			401622WM35P00 Administer leave share prog...													1		1
Regular Base Pay			401622WM85P00 Implement ABC/BMF	0:30						0:30								
Regular Base Pay			401622WM89P00 Complete administrative dut...					0:15		0:15					0:30			0:30
Annual Leave			4016228888P00 Non-worked paid time					0:30	1	1:30								
Total				8	8	8	8	8	8	40	8	8	8	8	8	8	40	

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	Maxiflex
Alternative Schedule	Variable Workweek
Agency	NOAA
State	CO
Town	0200
Unit	02
Timekeeper	05
Use Projects	No
Account Data Code	Manual Entry
Stored Account (LOCAL)	30169P1BMGP21
Retain Data	None
Service Comp Date	Aug 21 1983
Annual Leave Category	8 hr/pp

Leave Data	
Annual	Fwd: 248:30; Accr: 8:00; Avail: 256:30; Used: 1:30; Bal: 255:00
Sick	Fwd: 230:00; Accr: 4:00; Avail: 234:00; Used: --; Bal: 234:00

Your signature certifies that all reported time was worked and approved according to law and regulation.

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At the bottom of the screen, please note the **certification statement** that the Supervisor agrees to when certifying:

“Your signature certifies that all reported time was worked and approved according to law and regulation.”

Click the **Certify** button at the bottom of the page to certify the record.

Once the record is certified, neither the employee nor the timekeeper can change it. It will now show 'Certified' in the status column (see screen below).

Records can either be certified individually as outlined above, or all at once by **clicking** on the **Certify All** button on the **Select Employee** screen as noted on the screen below. When using the **Certify All** feature, each record must still reviewed by the Supervisor prior to certification. It just eliminates the step of having to click on the radio button for each employee.

ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY.
WELCOME ABOARD ITA!

Help Logout

Select Employee

	Status	Name	User ID	Pay Period	Supervisor
<input type="radio"/>	Certified	Bushaw, Freddie	BUSHAWF	05 - 2004	TOWNSEND
<input type="radio"/>	Certified	Escamilla, Amanda	ESCAMILLAA	05 - 2004	TOWNSEND
<input type="radio"/>	Certified	Jeske, Rodney	JESKER	05 - 2004	TOWNSEND
<input checked="" type="radio"/>	Certified	Person, Melody	PERSONM	05 - 2004	TOWNSEND

View/Certify T&A

Certified T&As

Locator Info

→

Certify All

Return

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All certified records are added to the WebTA file that the Administrator (DOC) builds and sends to the NFC each pay period. **In order to ensure your staff will be paid on time, it is critical that you or your delegate certify the T&A records prior to the deadline of 4PM Central Time on the first Tuesday of each pay period.** Once the WebTA file for NFC is built, all WebTA records advance to the next pay period. It should be noted that any records on hold will be advanced to the next pay period a few days after the active records.

REJECTING RECORDS

If, after reviewing the data, you wish to reject the record because you do not believe it is a complete and accurate reflection of the hours worked and leave taken in the pay period, or because there is an error in the type of pay or accounting code charged, go back into the certified record, scroll down to the bottom of the page and **click** on the **Reject/Decertify** button.

Name:	Rodney Jeske	Pay Period:	06 : Mar 21 to Apr 3
Report Type:	Regular	Leave Year:	2004
Status:	Certified		

Time In Pay: **81:45** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **10**

Time In Pay			Mar							Apr									
Transaction	Pfx	Sfx	Account Description	21 S	22 M	23 T	24 W	25 T	26 F	27 S	Wk1	28 S	29 M	30 T	31 W	1 T	2 F	3 S	Wk2
Regular Base Pay			401622WM24P00 Coordinate time and attenda...		10	8:15	6:45	7:30	9:45		42:15	8:15	7:15	8:45		7	5		36:15
Regular Base Pay			401622WM85P00 Implement ABC/BMF		0:30						0:30								
Regular Base Pay			401622WM89P00 Complete administrative dut...												1			1	
Credit Hours Earned			401622WM24P00 Coordinate time and attenda...														1:45	1:45	
Total					10:30	8:15	6:45	7:30	9:45		42:45	8:15	7:15	9:45		7	6:45	39	

T&A Profile		Leave Data					
Pay Plan	General Schedule (reg)	Annual	Fwd	Accr	Avail	Used	Bal
Tour of Duty	Full Time		280:00	8:00	288:00	--	288:00
Duty Hours	80	Sick	418:15	4:00	422:15	--	422:15
Work Week	maxiflex	Credit	22:15	1:45	24:00	--	24:00
Alternative Schedule	Variable Workweek						
Agency	NOAA						
State	CO						
Town	0200						
Unit	02						
Timekeeper	05						
Use Projects	No						
Account Data Code	Manual Entry						
Stored Account (LOCAL)	30169P18MGP21						
Retain Data	None						
Service Comp Date	Apr 23 1981						
Annual Leave Category	8 hr/pp						

NOTE: It is an odd, temporary situation that causes you to have to certify the record before it can be rejected. This is a recent contractor change; we have requested that this be revised to allow rejection on the first pass.

The **Reject Employee Data** screen will appear.

Reject Employee Data

Name:	Rodney Jeske	Pay Period:	06 : Mar 21, 2004 to Apr 3, 2004
Report Type:	Regular	Leave Year:	2004

Please enter the reason for which the record will not be certified.

Missing 2 hours sick leave for 3/31

Save Cancel

You can type a short explanation as to why the record was rejected. Once you save and exit this screen, an email notifying the Employee of the rejected T&A Record is automatically sent to the Employee as long as the email field on their locator record is completed. The Employee or Timekeeper must then revise the record and re-validate it so that it is ready for your second review and the certification process.

PRINTING CERTIFIED T&A REPORTS

Once all records are certified, either the Supervisor or the Timekeeper must print a hard copy of each employee's record for the pay period. It is easy for the Supervisor to print the employee record immediately after certifying. To do so, simply **click** on the **View/Certify T&A** button again and now the certified T&A record for the selected employee will be displayed.

ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY.
WELCOME ABOARD ITA!

[Help](#) [Logout](#)

Select Employee

	Status	Name	User ID	Pay Period	Supervisor
<input type="radio"/>	Certified	Bushaw, Freddie	BUSHAWF	05 - 2004	TOWNSEDA
<input type="radio"/>	Certified	Escamilla, Amanda	ESCAMILLAA	05 - 2004	TOWNSEDA
<input type="radio"/>	Certified	Jeske, Rodney	JESKER	05 - 2004	TOWNSEDA
<input checked="" type="radio"/>	Certified	Person, Melody	PERSONM	05 - 2004	TOWNSEDA

View/Certify T&A

Certified T&As

Locator Info

Certify All

Return

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While in this record, **click** on the **print icon**. After printing, simply **exit the screen** by clicking on the **Cancel** button to exit the record without changing the certification status.

ALL PASSWORDS MUST COMPLY WITH DOC PASSWORD POLICY. WELCOME ABOARD ITA! [Help](#) [Logout](#)

Name: **Freddie Bushaw** Pay Period: **05 : Mar 7 to Mar 20**
 Report Type: **Regular** Leave Year: **2004**
 Status: **Certified**

Time In Pay: **38:45** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **4**

Time In Pay			Mar							Mar									
Transaction	Pfx	Sfx	Account Description	7	8	9	10	11	12	13	Wk1	14	15	16	17	18	19	20	Wk2
				S	M	T	W	T	F	S		S	M	T	W	T	F	S	
Regular Base Pay			401622WM24P00			8:30		10			18:30			9:30		10:15			19:45
Regular Base Pay			401622WM30P00					0:30			0:30								
Total						8:30		10:30			19			9:30		10:15			19:45

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Part Time
Duty Hours	32
Work Week	T TH 6:00-2:30
Alternative Schedule	Variable Workweek
Agency	NOAA
State	CO
Town	0200
Unit	02
Timekeeper	05
Use Projects	No
Account Data Code	Manual Entry
Stored Account (LOCAL)	30169P1BMGP21
Retain Data	None
Service Comp Date	Sep 13 1988
Annual Leave Category	8 hr/pp

Leave Data		Fwd	Accr	Avail	Used	Bal
Annual		54:15	4:00	58:15	--	58:15
Annual Unapplied		5:00				3:45
Sick		200:15	2:00	202:15	--	202:15
Sick Unapplied		17:00				15:45

[Reject/Decertify](#) [Cancel](#)

Pursuant to the Office of the General Counsel, the Supervisor **MUST** sign the hard copy, which is to be filed in the Employees' T&A file and maintained for 6 years. These screen prints must be completed before the WebTA file is built, sent to the National Finance Center, and the pay period rolls over to the next pay period. If you miss that window to print the certified record, you will still be able to print one from the historical record in the next pay period. However, since the historical record states Validated T&A Record, you will need to hand-mark it as certified and both the employee and the supervisor must sign the hard copy.

DELEGATING A SUPERVISOR

Occasionally, you will not be available to certify the employee records prior to the established payroll deadline. Just as you would name an appropriate person as the Acting Supervisor for other duties, WebTA allows for you to delegate a supervisor to perform the necessary duties in your absence.

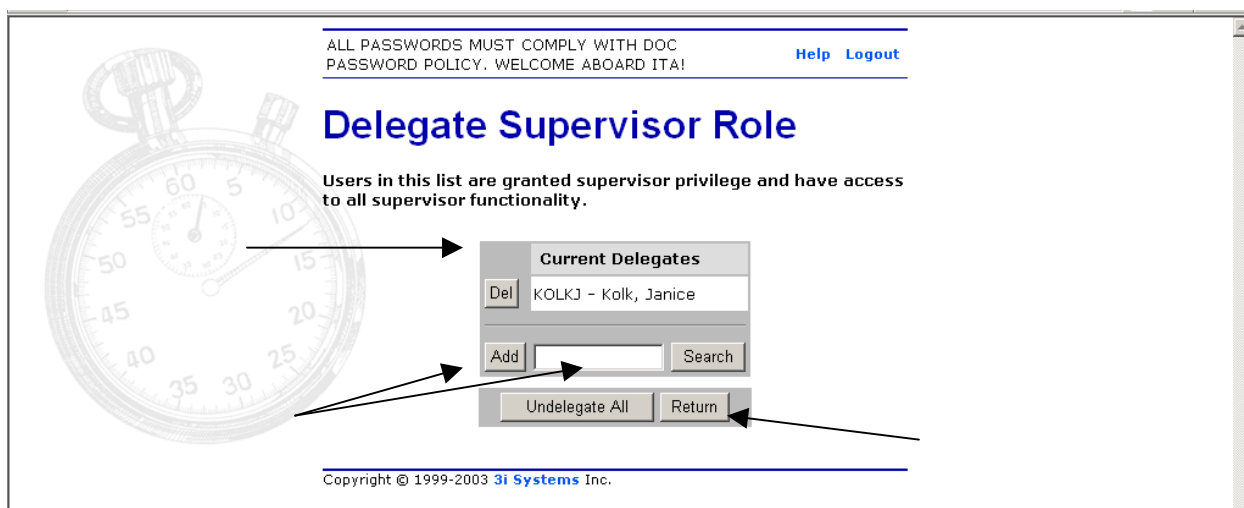
Click on the **Delegate** button on the User Functions line on the **Supervisor Main Menu**.

[Certify](#) [View/Certify Records](#)

User Functions
[Delegate](#) [Change Password](#)

[Employee](#) [Timekeeper](#) [Supervisor](#) [HR Admin](#) [Admin](#)

This action takes you to the **Delegate Supervisor Role** screen.



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Delegate Supervisor Role

Users in this list are granted supervisor privilege and have access to all supervisor functionality.

Current Delegates

Del

KOLKJ - Kolk, Janice

Add

Search

Undelegate All

Return

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The screenshot shows a web interface for managing delegates. A large stopwatch graphic is on the left. The main content area has a title 'Delegate Supervisor Role' and a subtitle 'Users in this list are granted supervisor privilege and have access to all supervisor functionality.' Below this is a 'Current Delegates' section with a table containing one row: 'KOLKJ - Kolk, Janice'. To the left of the table is a 'Del' button. Below the table is an 'Add' button, a text input field, and a 'Search' button. At the bottom are 'Undelegate All' and 'Return' buttons. Arrows point from the stopwatch to the 'Del' button, the 'Add' button, and the 'Return' button.

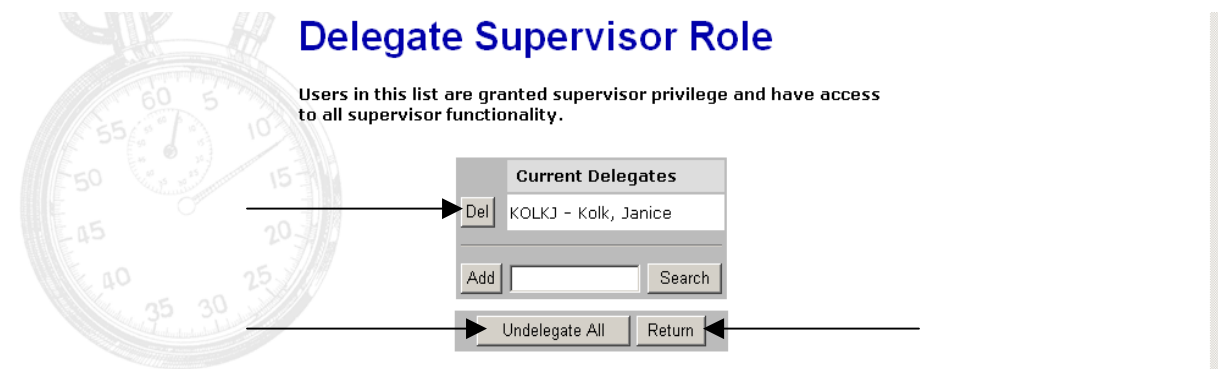
This screen will show you how many people you currently have delegated, if any. Additionally, by **typing** the **UserId** of an appropriate employee and **clicking** on the **Add** button to the left of the employee name, a new delegated supervisor will be named. The employee will remain a Delegated Supervisor until you delete the name from the list on this screen. While they are named a Delegated Supervisor, they have all the rights and access that you have as a Supervisor, while you retain all those same rights. **Click Return** to exit this screen and save all your changes.

Except in extremely rare circumstances, DOC and GAO policies do not allow Timekeepers to be delegated as Supervisors. To do so completely negates the security features built into WebTA.

Supervisors are reminded that while they can occasionally delegate another to perform the certification process to ensure timely submission of data, they are still ultimately responsible for ensuring the accuracy of the data submitted whether they physically certified the record or not.

DELETING A DELEGATED SUPERVISOR

To **delete an individual** Delegated Supervisor, **click** on the **Delete** button to the left of the name you wish to delete from your list. To **delete all** your current delegates, **click** on the **Undelegate All** button.



ALL PASSWORDS MUST COMPLY WITH DOC
PASSWORD POLICY. WELCOME ABOARD ITA! [Help](#) [Logout](#)

Delegate Supervisor Role

Users in this list are granted supervisor privilege and have access to all supervisor functionality.

Current Delegates

Del

KOLKJ - Kolk, Janice

Add

Search

Undelegate All

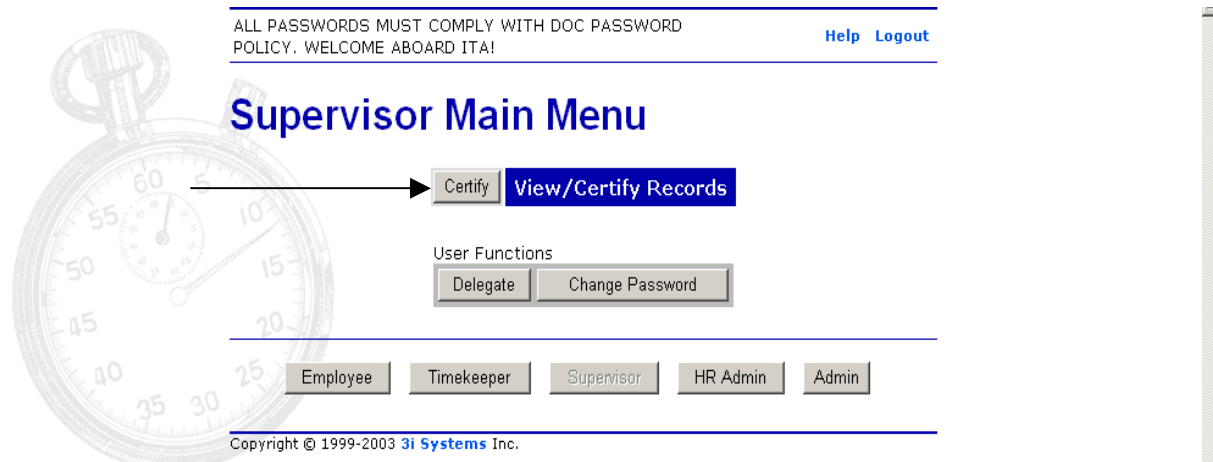
Return

The screenshot is similar to the one above, but with arrows pointing to the 'Del' button, the 'Undelegate All' button, and the 'Return' button. The 'Add' button and text input field are also present.

Click the Return button to exit this screen and save your changes.

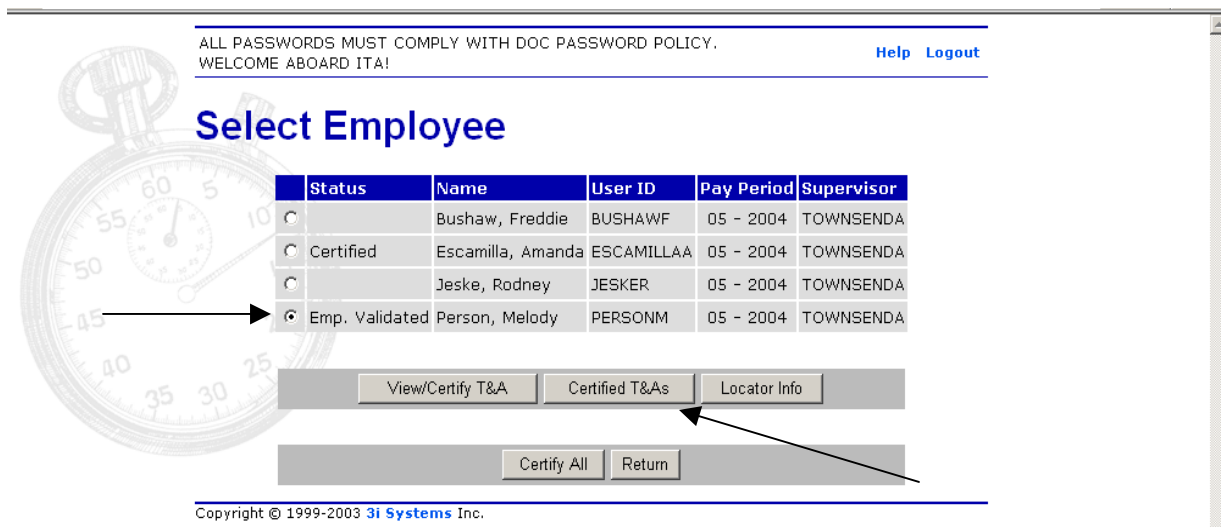
REVIEWING PREVIOUSLY CERTIFIED EMPLOYEE T&A RECORDS

At any time, you have the ability to view previously certified T&A records for each of your employees.

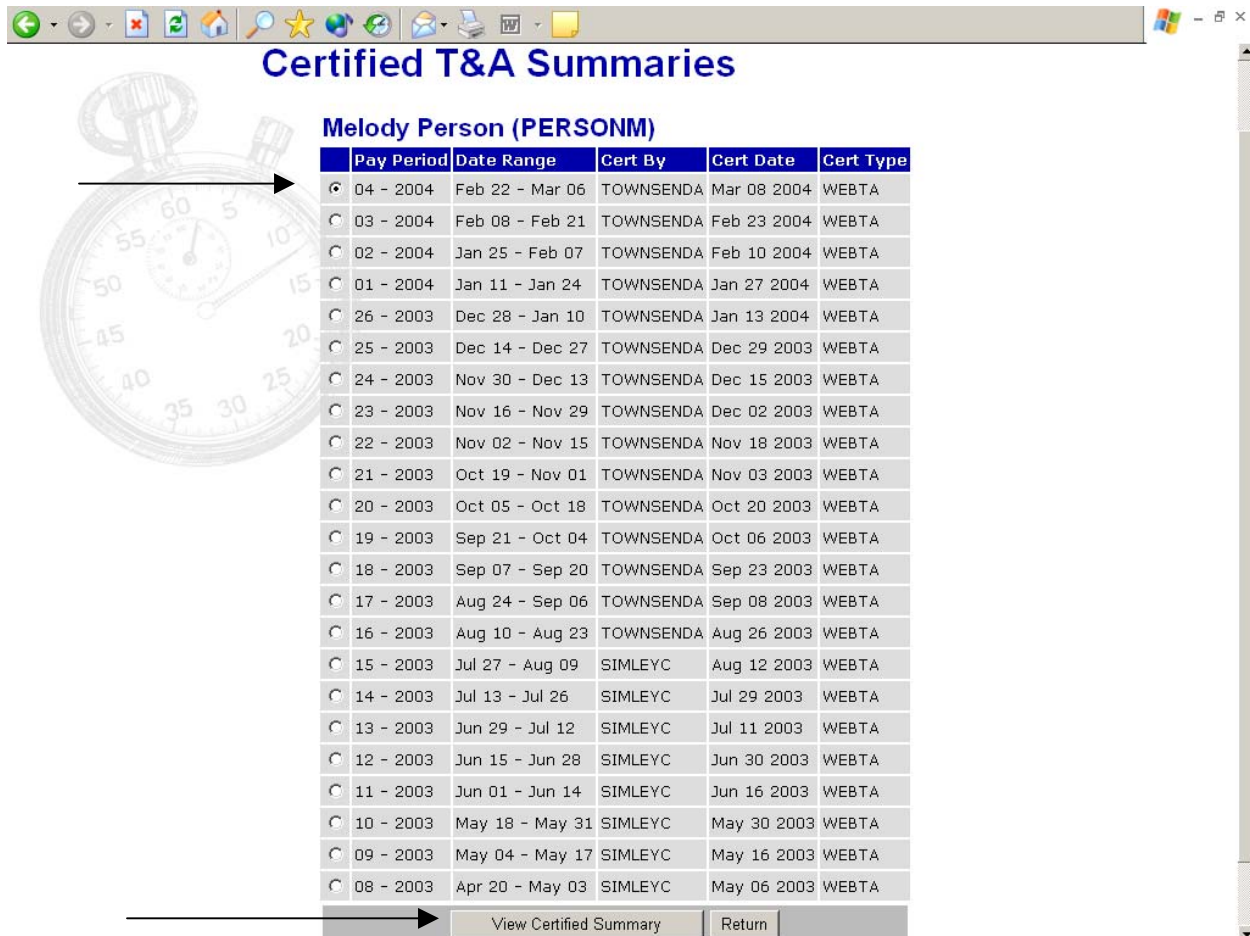


Click on the **Certify** button in the **Supervisor Main Menu**. This takes you to the **Select Employee** screen.

Simply **click** on the **Radio button** to the left of the appropriate employee. Then **click** on the **Certified T&A's** button.



The **Certified T&A Summaries** screen for the selected employee appears. Now **click** on the **Radio button** to the left of the pay period you would like to view and scroll down to the bottom of the page and **click** on the **View Certified Summary** button.



Certified T&A Summaries

Melody Person (PERSONM)

	Pay Period	Date Range	Cert By	Cert Date	Cert Type
<input checked="" type="radio"/>	04 - 2004	Feb 22 - Mar 06	TOWNSEND	Mar 08 2004	WEBTA
<input type="radio"/>	03 - 2004	Feb 08 - Feb 21	TOWNSEND	Feb 23 2004	WEBTA
<input type="radio"/>	02 - 2004	Jan 25 - Feb 07	TOWNSEND	Feb 10 2004	WEBTA
<input type="radio"/>	01 - 2004	Jan 11 - Jan 24	TOWNSEND	Jan 27 2004	WEBTA
<input type="radio"/>	26 - 2003	Dec 28 - Jan 10	TOWNSEND	Jan 13 2004	WEBTA
<input type="radio"/>	25 - 2003	Dec 14 - Dec 27	TOWNSEND	Dec 29 2003	WEBTA
<input type="radio"/>	24 - 2003	Nov 30 - Dec 13	TOWNSEND	Dec 15 2003	WEBTA
<input type="radio"/>	23 - 2003	Nov 16 - Nov 29	TOWNSEND	Dec 02 2003	WEBTA
<input type="radio"/>	22 - 2003	Nov 02 - Nov 15	TOWNSEND	Nov 18 2003	WEBTA
<input type="radio"/>	21 - 2003	Oct 19 - Nov 01	TOWNSEND	Nov 03 2003	WEBTA
<input type="radio"/>	20 - 2003	Oct 05 - Oct 18	TOWNSEND	Oct 20 2003	WEBTA
<input type="radio"/>	19 - 2003	Sep 21 - Oct 04	TOWNSEND	Oct 06 2003	WEBTA
<input type="radio"/>	18 - 2003	Sep 07 - Sep 20	TOWNSEND	Sep 23 2003	WEBTA
<input type="radio"/>	17 - 2003	Aug 24 - Sep 06	TOWNSEND	Sep 08 2003	WEBTA
<input type="radio"/>	16 - 2003	Aug 10 - Aug 23	TOWNSEND	Aug 26 2003	WEBTA
<input type="radio"/>	15 - 2003	Jul 27 - Aug 09	SIMLEYC	Aug 12 2003	WEBTA
<input type="radio"/>	14 - 2003	Jul 13 - Jul 26	SIMLEYC	Jul 29 2003	WEBTA
<input type="radio"/>	13 - 2003	Jun 29 - Jul 12	SIMLEYC	Jul 11 2003	WEBTA
<input type="radio"/>	12 - 2003	Jun 15 - Jun 28	SIMLEYC	Jun 30 2003	WEBTA
<input type="radio"/>	11 - 2003	Jun 01 - Jun 14	SIMLEYC	Jun 16 2003	WEBTA
<input type="radio"/>	10 - 2003	May 18 - May 31	SIMLEYC	May 30 2003	WEBTA
<input type="radio"/>	09 - 2003	May 04 - May 17	SIMLEYC	May 16 2003	WEBTA
<input type="radio"/>	08 - 2003	Apr 20 - May 03	SIMLEYC	May 06 2003	WEBTA

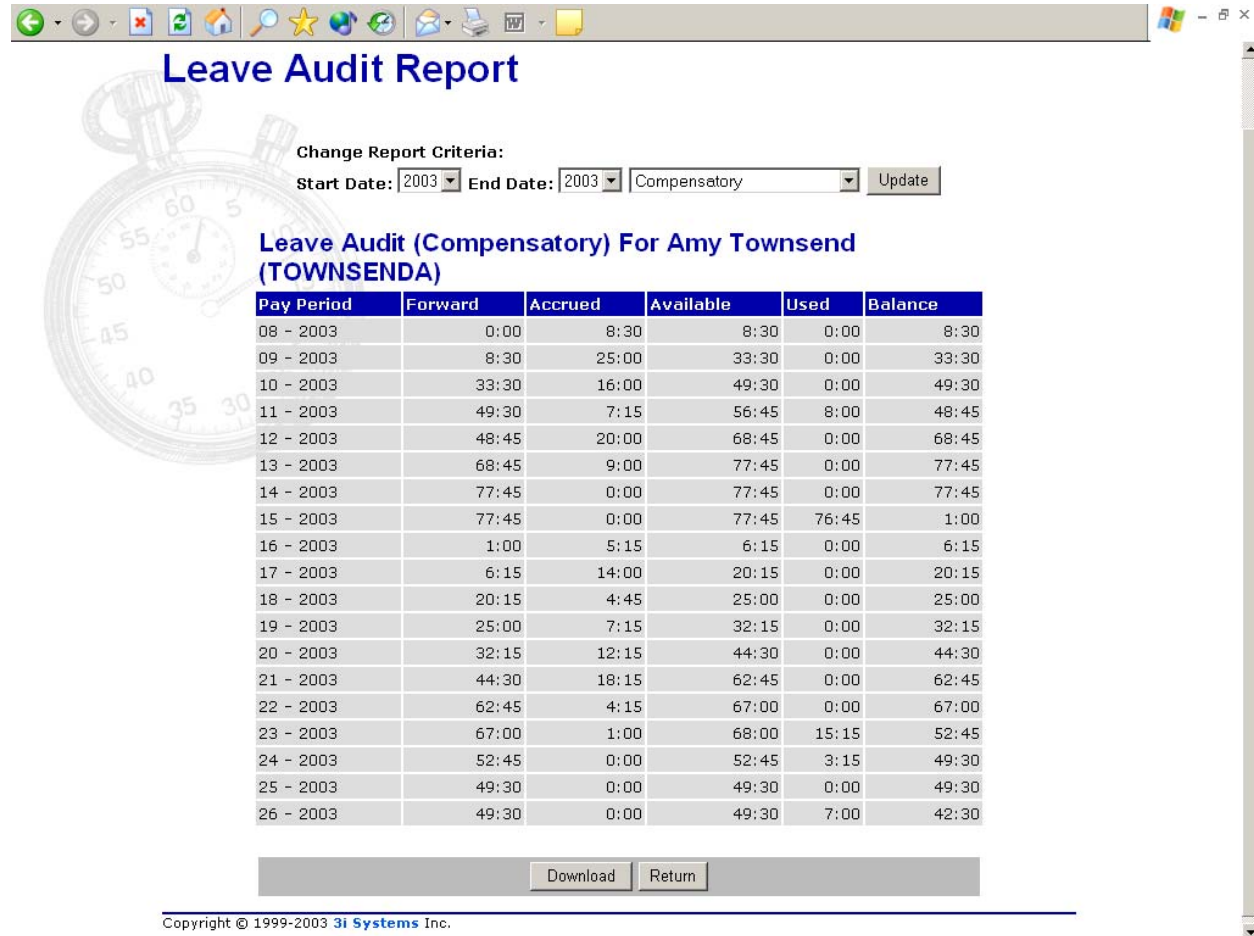
That action will open a window in which to view the certified record. **This is a read-only screen.** If changes to a previous pay period are required, the Timekeeper must create a corrected T&A record to be validated and certified. Certified corrections are submitted to the NFC with the current pay period.

AUTOMATED LEAVE AUDITS

The HR Administrator has access to system-generated audits for the following leave categories: annual leave, sick leave, credit hours, compensatory leave, religious compensatory leave, shore leave, home leave, restored annual leave, time-off awards, Leave Without Pay (LWOP), Away Without Official Leave (AWOL), Suspension, Furlough, Emergency Military Leave, Regular Military Leave.

In the future when the Leave Module of WebTA is activated, audits for leave used under both the Voluntary Leave Transfer Program and the Emergency Leave Transfer Program will also be available.

Here is an example of a compensatory leave audit:



Leave Audit Report

Change Report Criteria:
Start Date: 2003 End Date: 2003 Compensatory Update

Leave Audit (Compensatory) For Amy Townsend (TOWNSEDA)

Pay Period	Forward	Accrued	Available	Used	Balance
08 - 2003	0:00	8:30	8:30	0:00	8:30
09 - 2003	8:30	25:00	33:30	0:00	33:30
10 - 2003	33:30	16:00	49:30	0:00	49:30
11 - 2003	49:30	7:15	56:45	8:00	48:45
12 - 2003	48:45	20:00	68:45	0:00	68:45
13 - 2003	68:45	9:00	77:45	0:00	77:45
14 - 2003	77:45	0:00	77:45	0:00	77:45
15 - 2003	77:45	0:00	77:45	76:45	1:00
16 - 2003	1:00	5:15	6:15	0:00	6:15
17 - 2003	6:15	14:00	20:15	0:00	20:15
18 - 2003	20:15	4:45	25:00	0:00	25:00
19 - 2003	25:00	7:15	32:15	0:00	32:15
20 - 2003	32:15	12:15	44:30	0:00	44:30
21 - 2003	44:30	18:15	62:45	0:00	62:45
22 - 2003	62:45	4:15	67:00	0:00	67:00
23 - 2003	67:00	1:00	68:00	15:15	52:45
24 - 2003	52:45	0:00	52:45	3:15	49:30
25 - 2003	49:30	0:00	49:30	0:00	49:30
26 - 2003	49:30	0:00	49:30	7:00	42:30

Download Return

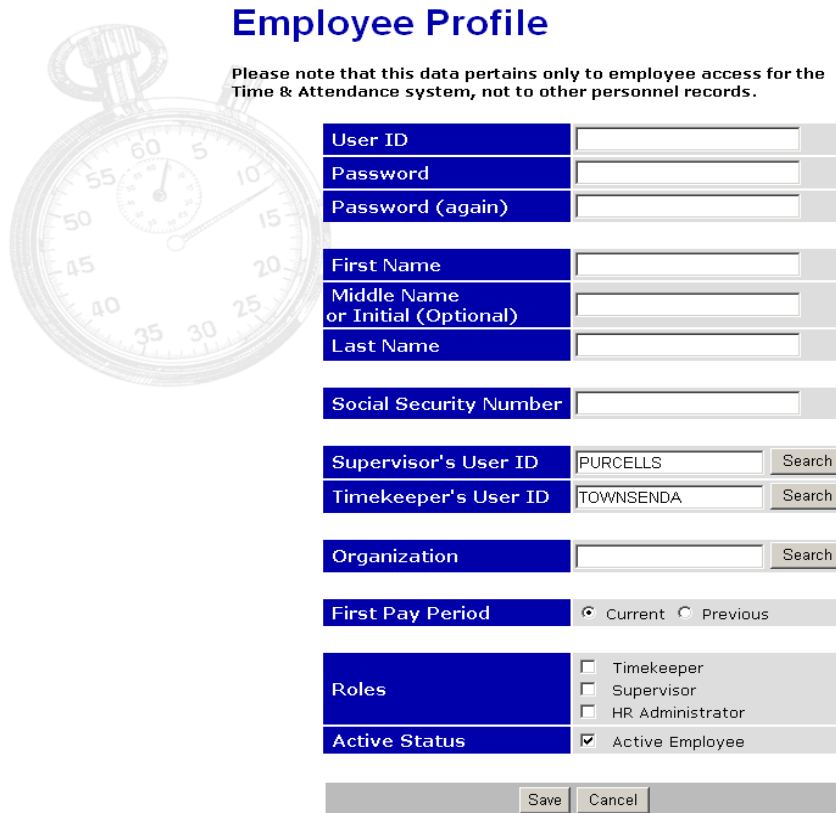
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The HR Administrator can download audits so that they may be sent to the Supervisor, Timekeeper, and/or Employee. It is important to note that these audits reflect what was submitted to NFC through WebTA and are not necessarily reflective of the NFC balances. The two systems must be compared to ensure no leave errors exist.

NOTE: NOAA has requested a few enhancements to this WebTA feature. First, that Family Friendly Medical Leave and transaction codes relating to union activities be added to the list of pay types for which automatic audits may be generated. Additionally, we have requested that the ability to generate these audits be granted to at least the Timekeeper and Supervisor roles in the near future.

SECURITY FEATURES

Privacy One of the important improvements gained by converting to WebTA is that privacy information, such as social security numbers, is far more secure than in past systems. The social security number is only visible in the Employee Profile screen (blank sample follows) and will no longer appear on the printed report. Supervisors do not have access to the Employee Profile screen.



Employee Profile

Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records.

User ID	<input type="text"/>
Password	<input type="password"/>
Password (again)	<input type="password"/>
First Name	<input type="text"/>
Middle Name or Initial (Optional)	<input type="text"/>
Last Name	<input type="text"/>
Social Security Number	<input type="text"/>
Supervisor's User ID	<input type="text" value="PURCELLS"/> <input type="button" value="Search"/>
Timekeeper's User ID	<input type="text" value="TOWNSEDA"/> <input type="button" value="Search"/>
Organization	<input type="text"/> <input type="button" value="Search"/>
First Pay Period	<input checked="" type="radio"/> Current <input type="radio"/> Previous
Roles	<input type="checkbox"/> Timekeeper <input type="checkbox"/> Supervisor <input type="checkbox"/> HR Administrator
Active Status	<input checked="" type="checkbox"/> Active Employee
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Access As previously stated, Netscape (version 7.1 or higher) may be used to access WebTA but, generally speaking, **Internet Explorer (version 5.5 or higher) is the better choice for this application.**

Never use your browser forward and back keys as they will cause you to be disconnected from WebTA, and you may lose any unsaved data. Instead, always use the button options at the bottom of the screen (Save, Cancel, Return, etc.)

Passwords All passwords must comply with Department of Commerce policy:

- Be at least 8 characters in length
- Contain at least 1 alpha, 1 numeric and 1 non-numeric special character (!#\$%^&*, etc.)
- 6 characters may only occur once in the password (e.g., 'AAAAAA1' is not acceptable, but 'A%rmp2g3' and 'A%ArmA2g3' are acceptable)
- Is case-sensitive
- Can't be common words, manufacturer defaults, user names, words found in dictionaries, or common character sequences (e.g., 3456, ghijk, Doejohn, 2468, etc.)
- 7 days prior to expiration, you are warned and given an opportunity to change your password at that time. **Failure to change an expired password results in access to the system being denied.** If this occurs, you will need to contact your Timekeeper to have your password reset.
- Passwords cannot be reused for at least 365 days or 10 changes (whichever is longer).

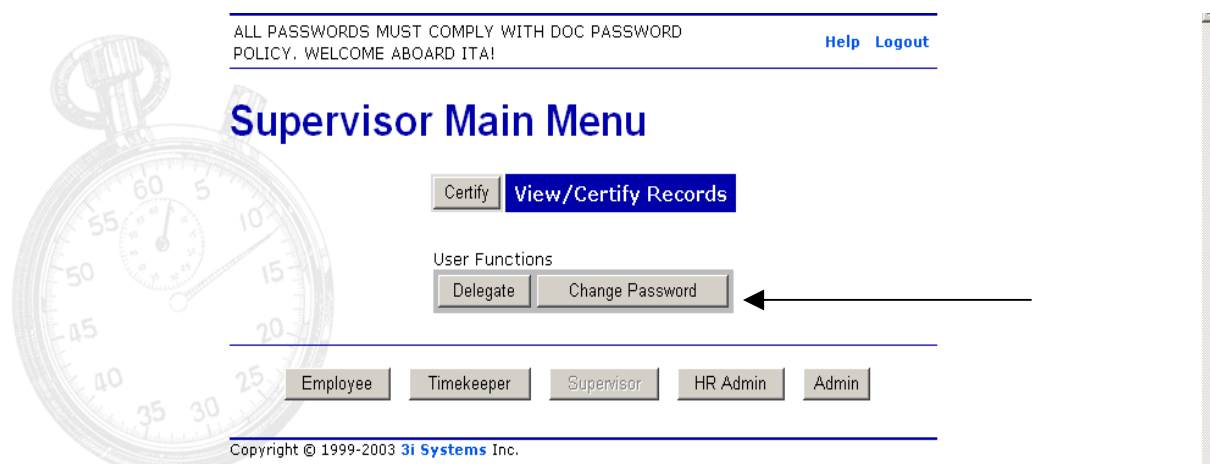
After three consecutive unsuccessful attempts to log in, your account will be disabled and your Timekeeper or HR Administrator must then unlock your account. If you forget your password, you will need to contact your Timekeeper to have a new password established.

After a period of inactivity (about 10 minutes), you will be automatically logged out of WebTA.

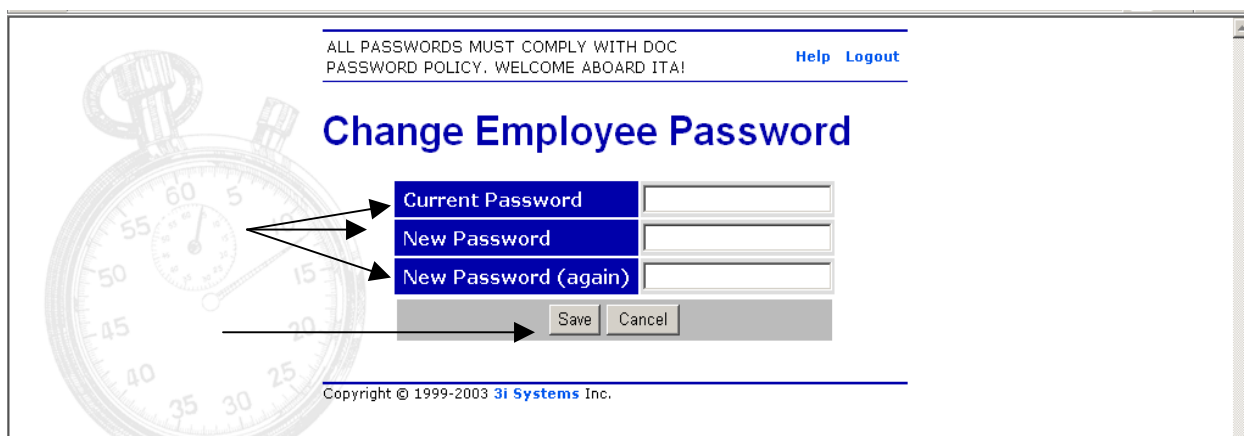
Rules of Behavior All users of WebTA are required to agree to the terms outlined in the Rules of Behavior document (see Appendix A). The Timekeeper must maintain a signed copy of the Rules of Behavior for each employee. The signed document is filed in the T&A file for each individual employee.

CHANGING YOUR PASSWORD

At the **Supervisor Main Menu** screen, scroll down to the User functions and **Click** on the **Change Password** button.



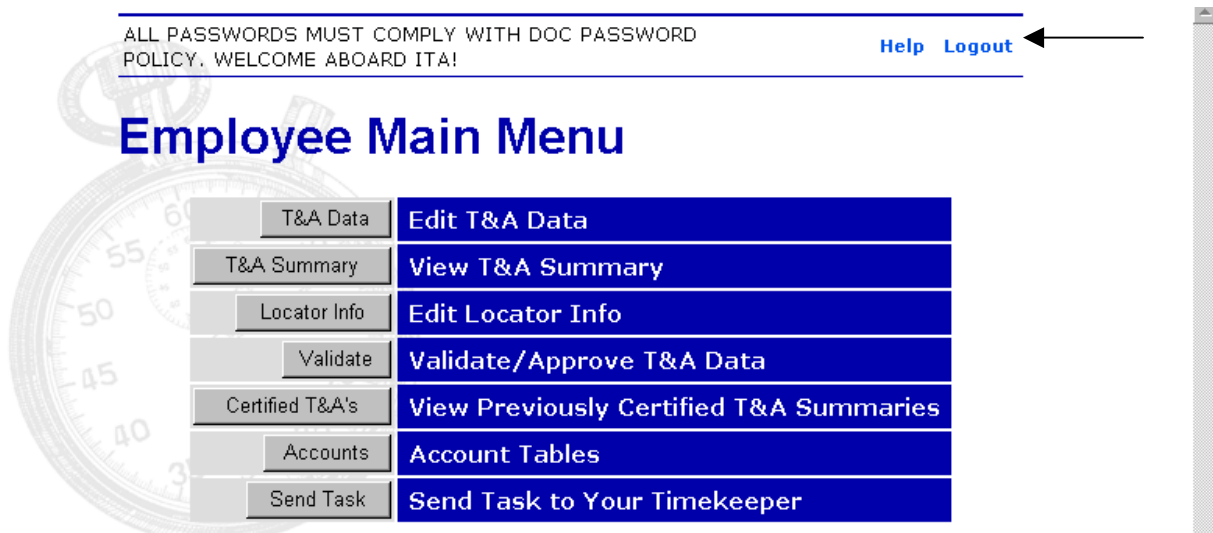
The **Change Password** screen now appears.



To change your password, type in your current password once. Use your mouse or tab key to move to the next field and type in your new password. Repeat the new password in the next field. Remember, passwords *are* case-sensitive and must comply with DOC password policies. **Click** the **Save** button to save your new password and to return to the **Supervisor Main Menu**. Changing your password in *any* of your WebTA roles changes your password for *all* of your WebTA roles.

LOGGING OUT OF WebTA

When you desire to log out of WebTA, **click** on the blue “**Logout**” located at the top right of any screen.



This action takes you back to the **WebTA Login** screen. Simply **Close** the application by **clicking** on the “**X**” button in the top right corner of your screen, as you would to close any application.

OVERVIEW OF OTHER ROLES WITHIN WebTA

Remember, there are five roles within WebTA: Employee, Timekeeper, Supervisor, HR Administrator and Administrator. Once you gain a little experience with WebTA, you will soon learn that the other roles support your supervisory duties. Specifically, the HR Administrator and the Timekeeper perform functions that will assist you.

Your HR Administrator can assist you with the following:

- Identifying an existing employee’s User ID
- Adding new employees to WebTA
- Assigning roles within WebTA
- Changing your WebTA organizational tree
- Tracking the status of WebTA Records for the current pay period
- Resetting employee passwords
- WebTA employee leave audits
- Editing account templates
- Importing Employee Data from other systems

As previously noted, WebTA is designed for data entry and validation by either the Employee or Timekeeper. In addition to that potential role, the Timekeeper has numerous other functions including, but not limited to:

- Establishing Employee Profiles for new employees.
- Establishing initial passwords, unlocking password accounts, and resetting passwords, as necessary.

- Entering and maintaining all information on the T&A Profile for each employee. A sample of such a screen is outlined below:

Status Change	
Status Change Type	None
Status Change Day	None
Work Schedule	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	Maxiflex
Alternative Schedule	Variable Workweek
Contact Point	
Agency	NOAA
State	CO
Town	0200
Unit	02
Timekeeper	05
New Contact Point	<input type="checkbox"/>
Overtime/Standby Status	
RSO/Salary Cap	None
Standby Hrs/Week 1	
Standby Hrs/Week 2	
Standby/AUO %	
Miscellaneous	
Oath Of Office	<input type="checkbox"/>
Final Report	<input type="checkbox"/>
Approved Leave Recipient (VLTP)	<input type="checkbox"/>
Approved Leave Recipient (ELTP)	<input type="checkbox"/>
On Hold	<input type="checkbox"/>
Account Data Code	Manual Entry
Stored Account (NFC)	30169P1BMGP21
Stored Account (Local)	Not stored
Retain Data	None
Leave Parameters	
Service Computation Date	Feb 13 1992
Annual Leave Category	6 hr/pp
Personal Leave Ceiling	
<input type="button" value="Dual T&A"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Establishing Default Schedules for affected employees, as necessary.
- Tracking the status of all T&A Records to ensure that all records are validated and certified prior to the required deadline.
- Maintaining and/or assisting employee with the Locator Information.
- Notifying all users of WebTA announcements such as accelerated payroll processing deadlines, upgrades to the system, etc.
- Processing all corrections for all affected employees.
- Processing split T&A records, as needed.
- Assisting the Time & Attendance Liaisons with rejected timesheets.
- Establishing the Table of Accounts.
- Maintaining the Timekeeper Contact Point number
- Entering changes in assigned Timekeepers and Supervisors.

- Initially establishing and then maintaining individual employee leave balances (adjustments to correct errors, enter Time Off Awards, Restored Annual Leave, Donated Leave, etc.)
- Clearing leave errors.

ADDITIONAL RESOURCES

There are many pay and leave rules which directly affect time and attendance. It is imperative that you have an understanding of these rules and to help you in that pursuit, listed below are additional resources available to you:

Manuals:

- Time & Attendance Manual, Department of Commerce, July 1994
(your timekeeper should have a hard copy; this manual is not online)
- Handbook on Hours of Duty & Leave Administration
 - <http://ohrm.doc.gov/handbooks/leave.htm>
- Pay Handbook, Part I, General Pay
 - http://ohrm.doc.gov/handbooks/pay_manual.htm
- Pay Handbook, Part II, Premium Pay
 - http://ohrm.doc.gov/handbooks/premium_pay_manual.htm
- Handbook on Alternative Work Schedules
 - <http://www.opm.gov/oca/aws/index.htm>

Websites:

- <http://www.masc.noaa.gov/>
 - Leave/Time & Attendance Home Page
 - <http://www.masc.noaa.gov/masc/hrd/leaveta.html>
- <http://www.easc.noaa.gov/>
- <http://www.wasc.noaa.gov/>
- <http://www.rdc.noaa.gov/~casc/main.html>

T&A Liaisons:

- Your Timekeeper/Administrative Officer
- NOAA Time & Attendance Services Office – Boulder, CO

Training Classes:

Conducted regularly by the NOAA Time & Attendance Services Office

- WebTA training for Employees
- WebTA training for Supervisors
- WebTA training for Timekeepers
- DOS training for Timekeepers
- Advanced Timekeeping
- Customized Classes

APPENDIX A: RULES OF BEHAVIOR

The Rules of Behavior provide guidelines for the use of Department of Commerce (DOC) information technology (IT) resources operated at the Department's facilities. The purpose of these guidelines is to increase individual awareness and responsibility, as well as to ensure that all users utilize information technology (IT) resources in an efficient, ethical, and lawful manner. Once completed, the Rules of Behavior are to be maintained by each user office.

I understand that the following must be read and acknowledged in order to be granted access to WebTA:

1. I will only use the UserId for which I am authorized and will not divulge my UserId or account access procedures to an unauthorized user.
2. I consent to monitoring and security testing to ensure proper security procedures and appropriate usage are being observed for WebTA.
3. I understand that I am required to report all observed compromises of IT security (viruses, unauthorized access, theft, inappropriate use, etc.) to my immediate supervisor.
4. I will not make or use unauthorized copies of copyrighted software, except as permitted by law or the owner of the copyright.
5. I understand that IT resources, including e-mail accounts, are for authorized Government use only. I agree not to use WebTA for fraudulent, harassing, or sexually explicit messages and/or materials. Additionally, I will not send, retain, nor proliferate any such material on Government systems.
6. I am responsible for protecting and maintaining to the best of my ability any information used or stored in my accounts. I will not attempt to access any data or programs contained on systems for which I am not authorized nor have explicit consent of the data/program manager.
7. When I no longer require access to WebTA, I will notify my immediate supervisor, and make no further attempt to access these resources.
8. I understand that for access to WebTA, users are required to invoke a login process requiring a UserId and password.
9. I understand that passwords are required for accounts for WebTA. I will manage my password in accordance with the DOC Policy for Managing Passwords and any password policy within my operating unit.
10. I will logoff the network when I need to be away from my office for more than 5 minutes, and shutdown the system or use a password-protected screen saver or security package that prevents unauthorized access to my personal computer.
11. I understand that remote access to the network (e.g., while teleworking) poses additional security risks. I will comply with established DOC policies and guidelines for remote access of network services.
12. I understand that use of the Internet places a great deal of trust and responsibility at the employee/supervisor level. I will comply with the tenets of the DOC Internet Use Policy.
13. I acknowledge that I have received and successfully completed IT Security Awareness training in accordance with all DOC IT Security policies.

I further understand that failure to abide by these guidelines may constitute grounds for termination of access privileges, administrative actions, and/or criminal prosecution, if warranted. All signatures are required prior to approval and granting of WebTA privileges by the WebTA administrator.

User Name: _____

Office or Organization: _____

Bureau/Organization: _____

Signature

Date

